



TOWN OF BROOKFIELD
100 Pocono Road
Brookfield, CT 06804

JOB OPPORTUNITY

Recruiter/Contact: Fern Smenyak, Director of Human Resources
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Posting Date: February 25, 2016

Job Title/Dept: CONTROLLER/Finance – Full Time, Non-Union

Salary: Based on Experience

Closing Date: Until Position Filled

Nature of Work and Primary Responsibilities:

This position is the Town's CFO and is primarily responsible for the administration of the financial affairs of the Town. The Controller provides leadership, vision, and direction in developing both long and short-term financial policies, procedures, and plans that support the town's financial goals and strategies. This position manages the staff of the Finance Department. The position also organizes and directs the keeping of accounts, accounting systems, financial records, and supporting systems of Internal Controls of the Town to ensure that accurate and timely data is provided as needed to all departments, offices, boards and commissions, or external agencies. The Controller shall attend all Board of Selectman and Board of Finance meetings as appropriate.

Other Responsibilities:

(The Other Responsibilities and Examples of Work listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.) Other responsibilities include training, supervision, evaluation and guidance of finance department staff. Also, the administration of the Town municipal systems of budgeting, payroll, accounts payable, accounts receivable, grants management and related record keeping, risk management, fixed asset recording, debt issuance and management, external audit management and annual audit report preparation, the management of the Town's health benefits fund, pension administration, purchasing administration, and insurance programs and their procurement. This position coordinates the Town's treasury management and investment functions in close conjunction and cooperation with the Town's Treasurer's office.

The position also is responsible for the preparation and on-going development of short term and long range strategic planning in relation to the Town's 5 or 10-year Capital Improvement Program (CIP) and Capital Budget; identifying capital projects and their various funding alternatives, including debt issuance, to be considered during the planning and approval period. The Controller coordinates the year-end independent audit for the Town; preparing various schedules, spreadsheets, and possibly financial statements and notes to the financial statements for use as supporting documentation for the external auditors and for use in the Town's Annual Report. This position reports directly to the First Selectman and work is performed under the direction of the First Selectman.

Examples of Work:

The Controller works closely with department heads and other town officials to assist them in budget and fiscal concerns. The position prepares detailed financial information, schedules, statements, and reports for the First Selectman which includes but is not limited to budget formulation, including annual estimates of revenues and expenditures for each department by fund, tax rate analysis, and projections of fiscal year end



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fund balances along with providing related financial recommendations and guidance. The Controller is expected to build and maintain strong relationships between the Town and BOE, elected and appointed Town officials, Town employees, and the general public.

The position also coordinates and manages favorable external business relationships with the varying contacts of the position, such as vendors, external auditors, attorneys, banking and financial institutions representatives, insurance providers and pension consultants, Actuaries, Bond Counsel, debt agents, financial advisors, underwriters, credit rating agencies, and federal, state, and local authorities/officials. The Controller will also assist in Labor Negotiations by providing related financial analysis. May be assigned to special projects and other duties as situations and issues dictate by the First Selectman.

The Controller is expected to be well informed and current on issues affecting the Town, such as reporting requirements of the Governmental Accounting Standards Board (GASB) statements, and changes in Generally Accepted Accounting Principles (GAAP) as they apply to local governments. The Controller is also expected to remain current and advise on changing economic conditions affecting local revenues and expenditures, changes in industry trends and practices, for example, as recommended by but not limited to the Government Finance Officers Association (GFOA) and the state chapter of the GFOA (GFOA-CT). Continued professional development is important to the position and will be evidenced, in part, by membership (Town Paid) and active participation in the GFOA-CT.

Knowledge, Abilities, and Skills

Thorough knowledge of core municipal finance practices: including budgeting, fund accounting, procurement, and governmental financial reporting.

Thorough knowledge of debt issuance procedures and practices.

Thorough knowledge of recommended municipal business and office practices.

Excellent verbal and written communication skills, especially in a public forum.

Considerable knowledge of State and local government statutes, rules, ethics, and similar recommended practices governing municipal finance employees and operations.

Considerable knowledge in developing, evaluating, maintaining, and monitoring an effective internal control environment. Desirable experience in treasury administration and the municipal investment process.

Desirable experience on the MUNIS accounting system.

Desirable experience in Procurement practices in the public sector.

Desirable experience in the professional development of staff, their work effectiveness and team efficiency in a municipal environment.

Desirable experience with modern information systems, concepts, applications and controls.

Skills in the planning and employment of municipal accounting and budgeting software.

Sensitivity to working in a unionized work place.

Ability to balance multiple demands; working in a team and independently to serve the public.

Education, Experience and Training

Education qualifications required would generally be acquired with a Bachelor's degree in accounting or some closely related field from an accredited college or university. A master's degree in business or public administration and/or designation as a Certified Public Finance Official from the GFOA is considered a plus. At least Five (5) years of experience demonstrating progressively responsible work experience, preferably in municipal finance, including three (3) years supervisory experience; or any equivalent combination of education, work experience and training.